

September 2014

Wednesday, July 16, 2014 9:28 AM

Attendees:

- Jeanne Tunks
- Kathryn Raign
- Robert Insley
- Robert Renka
- Karen Harker

Guest: James Conover, from Faculty Senate

Agenda (in order of actual discussion):

- Update on the co-chair position
 - Jeanne Tunks has stepped into the role of administrative co-chair of the committee.
- Election of new committee chair
 - Karen Harker was elected.
 - The Faculty Senate will consider her appointment at the meeting on 9/10.
- Membership
 - There are four currently active members of this committee, all of whom were attending this meeting.
 - Region 1: Kathryn Raign
 - Region 2: Karen Harker
 - Region 3: Robert Renka
 - Region 5: Robert Insley
 - There are seven vacant seats
 - Regions 3, 6, 7 and 8
 - Three At-Large seats
 - The Faculty Senate's Committee on Committees recognizes that this is a difficult committee to fill.
 - All nominations for members will be sent to the Chair-elect, who will forward the names to the Committee on Committees before the 9/10 meeting.
 - Follow-up 9/12: No names were sent. Two people were asked to join, but both turned us down.
- Status of the state approval of core & capstone courses
 - Jeanne updated us on this issue.
 - All of UNT's core courses were approved by the state.
 - Only two capstone courses were approved. The rest were rejected, due in no small part for lacking syllabi which provided the approvers with information about how the courses would address the objectives.
 - As the new administrative coordinator of the core curriculum, Jeanne re-submitted six of the rejected proposals with documentation that was meant to address the state's concerns. We are waiting to hear if this satisfies them.
 - If the state approves these resubmissions, Jeanne's office will revise the remaining capstone course proposals accordingly and submit them again when the state opens the submission portal later in the fall.
 - Jeanne's goal is to do as much of the administrative work as possible, asking the faculty only to review the proposals.
 - Jeanne has sent an email to all of the capstone course developers updating them on the status of these courses.
- Assessing the communally scored assignments

- This committee is responsible for putting into place a process for communal assessments.
- Jeanne has collected 90 assignments from core course developers who have elected for communal assessment.
- The questions before this committee include:
 - how to select these assignments, and
 - How the communal assessment process will work
- We are scheduled to assess critical thinking and communication skills this fall. We will not have any actual completed assignments until much later in the semester. The committee will take this time to make decisions on the general process.
- When Jeanne mentioned that ExamSoft, which was her preferred tool, was not available, Kathryn suggested looking into Engrade, an application available within Blackboard. Karen will review that.
 - Unable to find the app in BB. Created "free gradebook" in Engrade, but it didn't seem to have any assessment pieces.
- Managing the individual assessments
 - Jeanne is hoping to be able to work with IR&E to access the assessments of assignments submitted through TracDat, and thus not adding to the faculty's workload.
- Reviewing new courses
 - Reviewing new core courses is also in this committee's charge. Currently there are few new courses being submitted.
 - Most of the QEP proposals, which is a 10 year plan, will tap into the core curriculum. However, this will likely not impact this committee this academic year.
- Strengthening connections with IR&E, CLEAR and departmental core coordinators
 - Jeanne would like her office to work more closely with all of the core curriculum stakeholders, notably these offices & faculty.
- SACS reports
 - Jeanne is responsible for two key reports for SACS review that mention this committee's activities. She will write these up and ask the committee to review the relevant sections.
- Other committee business
 - Meeting dates & times
 - Agreed to meet on the 1st Friday of the month at 10am in Sage 237.
 - October 3rd
 - November 14th (moved to the 2nd Friday due to scheduling conflict)
 - December 5th
 - Karen will send out meeting requests.
 - Jeanne will ensure that the room is booked, laptops are available, and that we are provided adequate refreshments (coffee was requested).
 - Kathryn Raign volunteered to serve as Vice-Chair, recording minutes and serving in the chair's absence.
 - Communications with the UCC
 - The OCCC officially reports to the University Core Committee (UCC).
 - These are usually just notifications of core course requests.
 - In the past year, Julie Glass sent the reports herself, copying Jeanne.
 - Future reports will come from the chair of the OCCC.
 - Focus of this committee
 - The committee agreed to place more of an emphasis on the "oversight" of our charge, rather than doing the work.
 - Towards that end, we will focus these next few months on making decisions about:
 - How to select assignments for assessment.
 - How to organize the communal assessment groups.
 - Selecting the rubrics for communal assessment.
 - The roles of the committee, the administrative co-chair, other campus administration office, and the faculty in the assessment process.

